

## Academic Affairs Manual

### Syllabus Content

Syllabi are necessary for aiding both the students' understanding and achievement of the department goals. During the first week of classes an instructor will distribute (electronically or physically) or post onto blackboard (or other university accepted course shell) the course syllabus.

Course information shall include at a minimum the following elements:

1. Course title and instructor.
2. The availability of the instructor outside of the class, including office hours, office location, office telephone number and email address.
3. Prerequisites/co-requisites for the course.
4. Course description including both catalog description and the unit value.
5. Student learning outcomes for the course.
6. Required texts and other materials.
7. Required computer software/hardware capabilities.
8. Computer literacy skill expectations for students enrolled in the course.
9. A specific reference to the University Catalog's statement regarding Academic Integrity and plagiarism expectations.
10. Course requirements, including reading and assignments, exams and other types of assessments of student work.
11. The instructor's grading policy including grading scale and weighted value of assignments/tests.
12. Policy on attendance, assignment due dates and submission of late work and missed exams.
13. A specific reference to the University Catalogs statement regarding accommodations for individuals with disabilities including services provided by, and contact information (telephone number and email address) of Disabled Student Services.
14. A tentative schedule of class meetings and topics.
15. Explicit notation (traditional /on ground vs. virtual meeting) and location of class meetings.
16. A schedule of all assignment due dates and examinations.
17. A policy regarding extra credit, including a statement indicating it is available to all students.
18. A statement that clarifies behavior expectations, as well as the consequences of disrespectful or disruptive behavior.

The instructor will submit either a printed or electronic copy, as per department policy of the syllabus each term and for each course section the course is taught. The copy of the syllabus shall be maintained on file until the next full program review. Circumstances may require changes in the syllabus distributed during the first week of a class and that this policy does not preclude such changes, nor does it abridge any principle of academic freedom. Any substantive changes to the syllabus should be communicated in a timely manner to students and department chairs.

Approved: Dr. Ellen Junn, Provost and Vice President, Academic Affairs

Date: March 6, 2015